

**Leave Accrual Chart for 2014  
(Full-Time Employees)**

Leave Period Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
01	01/13 - 01/26	4	6	8	4
02	01/27 - 02/09	8	12	16	8
03	02/10 - 02/23	12	18	24	12
04	02/24 - 03/09	16	24	32	16
05	03/10 - 03/23	20	30	40	20
06	03/24 - 04/06	24	36	48	24
07	04/07 - 04/20	28	42	56	28
08	04/21 - 05/04	32	48	64	32
09	05/05 - 05/18	36	54	72	36
10	05/19 - 06/01	40	60	80	40
11	06/02 - 06/15	44	66	88	44
12	06/16 - 06/29	48	72	96	48
13	06/30 - 07/13	52	78	104	52
14	07/14 - 07/27	56	84	112	56
15	07/28 - 08/10	60	90	120	60
16	08/11 - 08/24	64	96	128	64
17	08/25 - 09/07	68	102	136	68
18	09/08 - 09/21	72	108	144	72
19	09/22 - 10/05	76	114	152	76
20	10/06 - 10/19	80	120	160	80
21	10/20 - 11/02	84	126	168	84

Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
22	11/03- 11/16	88	132	176	88
23	11/17 - 11/30	92	138	184	92
24	12/01- 12/14	96	144	192	96
25	12/15- 12/28	100	150	200	100
26	12/29- 1/11	104	160*	208	104

**\*Ten hours of leave earned in last full pay period of the leave year (*Last Leave Period*) for employees in this category each year.**

- Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.
- Accrual of leave for full time employees is based on the employee working a full tour of duty for the pay period.
- For employees who work a **part-time schedule**, the rate of leave accrual is as follows:

#### **Annual Leave**

##### **Years of Service**

**Less than 3  
3 to 15  
15 or more**

##### **Accrual Rate per Hours in a Pay Status**

**1 hour for each 20  
1 hour for each 13  
1 hour for each 10**

**Sick leave accrues at 1 hour for every 20 hours in a pay status regardless of years of service.**

## **Holidays**

**The following legal public holidays for federal employees will be observed in calendar year 2014:**

New Year's Day - Wednesday, January 1, 2014

Birthday of Martin Luther King, Jr. - Monday, January 20th

Washington's Birthday - Monday, February 17th

Memorial Day - Monday, May 26th

Independence Day - Friday, July 4th

Labor Day - Monday, September 1st

Columbus Day - Monday, October 13th

Veterans Day - Tuesday, November 11th

Thanksgiving Day - Thursday, November 27th

Christmas Day - Thursday, December 25th

New Years' Day- Thursday, January 1, 2015